



CITY OF JANESVILLE

Wisconsin's Park Place

May 30, 2020

The City of Janesville is reaching out to all event organizers with an update regarding the planning and approval of public events in 2020 due to the evolving situation with COVID-19. If you are receiving this letter it is because we have you down as the event organizer for an event that is being planned in 2020. If your event has been cancelled, please let us know. Additionally, if there have been date changes or event postponement from original date and you have not let us know, please let us know that as well. Any event cancelled in 2020 would receive full refunds.

Many events have cancelled their dates, or some of their dates, and/or rescheduled events to later in the year. However, we understand that there are still some events that are hopeful to still occur in some modified fashion this year. The City will review each event's proposed plan with the Rock County Health Department to determine if the event will be considered for approval based on the event plan for 2020. Various factors will be considered including estimated event attendance, density within confined spaces, ability to social distance, handwashing station plan, sanitization plan, and any other event safety measures. Please complete this form and a general event safety form 2-3 weeks prior to the date of your proposed event to allow time to process and review. Additionally, please know that due to the nature of the rapidly evolving situation with COVID-19 we may be unable to give a firm event approval until closer to the proposed event date based on the circumstances at that time.

Please know that the City of Janesville will utilize Rock County's Phased Re-Opening Guidance found here when reviewing public event applications:
https://www.co.rock.wi.us/images/web_documents/departments/health/rock_county_reopening_phased_plan.pdf. Most outside public events on public property will fall under the "entertainment" category. Other events may fall in to the "mass gatherings in public venues" category. Rock County is currently in phase 2.

Please also review the CDC recommendations for large events: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html>

Please complete the attached documents and return to the attention of the "Recreation Division". The documents are a "General Event Safety Questionnaire", as well as the event's "COVID-19 Mitigation Plan". A City team will review each event plan, and it will be shared with the Rock County Health Department for review as well. You may scan and email back or return to City Hall via drop box at Wall St, drop off at City Hall during regular business hours of Monday-Friday from 7:30A-4:30P, or mail to PO Box 5005, Janesville, WI 53547-5005. Please know that the Parks and Recreation Division office window in City Hall is currently closed. There is one central office open on the first floor. For questions, please contact Shelley Slapak at 755-3032 or slapaks@ci.janesville.wi.us.